

## **Montezuma Downtown Development Authority Façade Grant Program**

**What is the purpose of this program?** The Downtown Development Authority (DDA) developed this program to partner with downtown property owners in order to enhance and maintain the beauty and charm of the downtown area.

**How does this program work?** Matching grant funds are available for façade improvements in the downtown Montezuma district. The downtown district is defined as the Central Business District (C1) on the City of Montezuma Official Zoning Map. Commercial tenants or property owners may receive reimbursement of 50% (not to exceed \$500) of the cost of an approved storefront renovation.

**What type of project is eligible?** Eligible projects will visibly improve the unique historic character of the storefront. Examples include but are not limited to appropriate signage; awnings; exterior painting; and window, door, and storefront feature restoration. These funds are available for exterior improvements only and may be applied to a front, side or rear facade, provided the facade faces a public street or parking area. The DDA must approve projects before construction begins. The DDA reserves the right to reject any proposal.

### **What must I do to receive the grant?**

- Determine if the project will require a building permit or any other permit and obtain the necessary permits. Information is available at City Hall.
- Complete a facade grant application and turn it in to the City Clerk at City Hall. If you are a tenant, include a letter of permission from the property owner.
- The Downtown Development Authority will review the facade grant application and notify you of their decision.
- Start and complete facade improvement work within 60 days of approval of your application.
- After the completion of facade improvement work, turn in all appropriate receipts, invoices and canceled checks.
- The Montezuma Downtown Development Authority will review these items and the completed project and then will disburse grant money.

**Are there any restrictions?** Because limited funds are available, the DDA reserves the right to reject any project that it determines inappropriate or does little to achieve the purpose of this program. Properties with existing violations of zoning or sign ordinances are not eligible. Properties with past-due City taxes are also not eligible for this program.

**Montezuma Downtown Development Authority  
Façade Grant Application**

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing City, State, and ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Description of work to be completed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated total cost of work: \_\_\_\_\_

- All applications must be accompanied by written estimates.
- Copies of building permits must be included when such permits are required.
- All projects involving painting must include a sample of the colors to be used.
- Projects involving signage must be accompanied by a copy of the approved Montezuma Sign Permit Application.

The owner of the property assumes all responsibility for insuring that contractors are properly licensed and insured. The property owner assumes all liability related to the project.

Name of property owner: \_\_\_\_\_

Signature of property owner: \_\_\_\_\_